



County of San Bernardino

**F A S
STANDARD CONTRACT**

E <input type="checkbox"/> New M <input type="checkbox"/> Change X <input checked="" type="checkbox"/> Cancel		Vendor Code		SC	Dept. BDF	A	Contract Number 01-1232 A-2	
County Department Board of Supervisors					Dept. Orgn.		CONTRACTOR's License No.	
County Department Contract Representative John Michaelson					Ph. Ext. 7-5418		Amount of Contract	
Fund AAA	Dept. BD F	Organization BDA	Appr. 100	Obj/Rev Source 1010	Activity	GRC/PROJ/JOB Number		
Commodity Code			Estimated Payment Total by Fiscal Year					
Project Name			FY	Amount	I/D	FY	Amount	I/D
_____			_____	_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____	_____
_____			_____	_____	_____	_____	_____	_____

THIS CONTRACT is entered into the State of California by and between the County of San Bernardino, hereinafter called the County, and

Name

Daniel Ollila

hereinafter called CONTRACTOR

Address

Address on file

Phone

Birth Date

On file

Federal ID No. or Social Security No.

On file

IT IS HEREBY AGREED AS FOLLOWS:

(Use space below and additional bond sheets. Set forth service to be rendered, amount to be paid, manner of payment, time for performance or completion, determination of satisfactory performance and cause for termination, other terms and conditions, and attach plans, specifications, and addenda, if any.)

Effective Pay Period 06/03, Contract No. 01-1232 is hereby amended as follows:

The county shall employ CONTRACTOR as a Staff Representative for the First District Supervisor of San Bernardino County.

Amend paragraph 2 to read as follows:

- For and in consideration of CONTRACTOR's services, County agrees to pay CONTRACTOR, and CONTRACTOR agrees to accept the hourly rate of \$28.21. CONTRACTOR shall receive any across-the-board salary adjustments as may be granted to, and at the same time as, positions in the exempt group. Upon the written approval of the First District Supervisor, CONTRACTOR shall be eligible to receive salary increases up to the top step of the salary range that may be received by an employee in the regular classification of Field Representative.

Amend paragraph 4 to read as follows:

- Except as provided in this contract, CONTRACTOR shall receive the same benefits as are provided Exempt Group B employees scheduled for eighty hours per pay period. CONTRACTOR shall receive these benefits regardless of hours worked. CONTRACTOR shall not receive an auto allowance. CONTRACTOR shall receive sick and vacation leave accruals on a pro rata basis. Other benefits shall be administered in the same manner as governs exempt employees. CONTRACTOR shall be covered by county's workers' compensation and general liability insurance during the hours actually worked under this contract.

Amend paragraph 7 to read as follows:

7. CONTRACTOR shall assist the First District Supervisor and First District Chief of Staff by providing County legislative, fiscal, management and regulatory policy analysis. Contractor shall be familiar with County institutions, programs, policies, codes and ordinances, and shall be responsible for reviewing and analyzing Board of Supervisors Agenda matters, including the County Budget. Contractor is also responsible for preparing interoffice correspondence as well as correspondence with outside agencies, organizations, and individuals. In addition, CONTRACTOR shall have the following duties and responsibilities in carrying out the functions under this contract:
- a. Receive, review and investigate concerns from the public. Provide advice and assistance to groups or individuals in obtaining services or resolving complaints.
 - b. Collect, analyze, and present data relating to a wide variety of community interests and governmental programs. Respond to requests for information on governmental functions and community activities and programs, and provide information to the public about county services and issues.
 - c. Perform a variety of special assignments, such as researching new programs, evaluating services, and preparing speeches; must have capability of working with information technology.
 - d. Represent the Supervisor at meetings, conferences, and various functions.
 - e. Act as liaison between the community and various county departments and agencies.
 - f. Work with computers to perform basic functions, such as scheduling and e-mail, constituent tracking system interface, and basic office functions.
 - g. Such other duties as may be required to assist the First District Supervisor.

Except as amended, all other terms and condition of this contract remain in full force and affect.

COUNTY OF SAN BERNARDINO

➤

Chairman, Board of Supervisors

Dan Olila
(State if corporation, company, etc.)

Dated _____

By ➤ _____
(Authorized Signature)

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD.

Dated _____

Clerk of the Board of Supervisors of the County of San Bernardino.

Title Staff Representative

Address On file

By _____
Deputy

Approved as to Legal Form

Reviewed as to Affirmative Action

Reviewed for Processing

➤

County Counsel

➤

➤

Agency Administrator/CAO

Date _____

Date _____

Date _____